

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ILLINOIS
CAREER OPPORTUNITY**

POSITION:	Information Technology Administrator
LOCATION:	East St. Louis, Illinois
OPENING DATE:	March 16, 2005
CLOSING DATE:	Open Until Filled
SALARY:	\$30,358 - \$33,517 (CL24 - CL25) Depending on qualifications
PROMOTIONAL POTENTIAL:	CL26

POSITION DESCRIPTION

The Information Technology Administrator performs equipment repair, including troubleshooting, and repairing or replacing personal computers and peripheral equipment components. The Information Technology Administrator receives technical guidance from the Systems Manager as needed. The applicant will be a member of a team of automation support staff. The applicant will be required to travel extensively to a divisional office located in Benton, Illinois.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- ▶ Installs or assists in the installation of hardware and software
- ▶ Assists in the preparation, training, maintenance and documentation of all software used by the court
- ▶ Assists in the day-to-day system backup. Assists in the monitoring of day-to-day operations of the equipment and systems. Performs preventive maintenance on personal computers and peripheral equipment.
- ▶ Resolves software, hardware and network problems and/or questions for clerk's office staff, judicial staff and all external customers
- ▶ Diagnoses computer and peripheral equipment malfunctions to the component and sub-component level
- ▶ Develops specific system features to satisfy the needs of court unit executive. This may involve making adaptations to a national system or it may be planning for and acquiring a specific system for the court unit
- ▶ Uses technical knowledge to assist in securing automation equipment. Understands the concept of computer security
- ▶ Executes implementation of plans approved by the Systems Manager and adopted by the court unit executive for automated systems. Adapts software and documentation and performs testing
- ▶ Backs up other systems staff and performs other office automation, user support and project duties as assigned.

QUALIFICATIONS

To qualify, a person must be a high school graduate or equivalent, and must have two years of progressively responsible experience relating to the technical aspects of office automation, data communications and their applications, terminology and methodology. Such experience should include the accomplishment of computer project assignments that involved systems implementation, integration and management.

A related education background in computer science is desirable.

EDUCATION SUBSTITUTIONS

Completion of the requirements for a bachelor's degree from an accredited college or university, along with one of the following requirements, may be substituted for the experience above.

- An overall grade point average equaling 2.90 or better out of a possible 4.0
- 3.5 average or better in a computer related major

BENEFITS

- Annual Leave
- Sick Leave
- 10 Paid Holidays
- Choice of medical coverage from a wide variety of plans
- Life, disability and long-term care insurance options
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)

INFORMATION FOR APPLICANTS

Interested applicants must submit a cover letter, resume, application and transcript(s) (if any) to:

United States Bankruptcy Court
Attn: Systems Manager
750 Missouri Avenue
East St. Louis, IL 62201

or send electronically to personnel@ilsb.uscourts.gov

An application may be retrieved from the Court's website at www.ilsb.uscourts.gov/jobs.htm

Applicant must be a United States citizen or meet federal requirements to be eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. The Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate to those individual who will be tested or interviewed. If you are not notified, another candidate within the recruitment having more experience or higher qualifications was selected. Only qualified applicants will be considered.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER
PARTICIPATION FOR PAYMENT OF NET PAY**